

How to Obtain a Birth Certificate

A certified copy or transcript may be issued only to:

1. A person with a New York State Court Order.
2. The person named on the birth certificate, if 18 years of age or older.
3. The parents of the person named on the birth certificate.
4. Lawful representative of the person named or the parents of the person named on the birth certificate.

In-Person Request- The request may be accepted from a qualified applicant if the following conditions are satisfied:

1. The applicant completes and signs the application form DOH-296A.
2. The applicant provides acceptable identification.
3. The applicant is eligible to receive a copy.
4. \$10.00 cash or money order for each request.

Acceptable Identification

1. State issued drivers or non-drivers license.
2. Military ID card.
3. Passport.
4. Police report documenting the applicant's name, address and theft or loss of positive ID.
5. Two current utility bills issued immediately preceding the application and, showing the requestor's name and address.

**In the event that the applicant's last name on the identification differs from the information on the certificate, a copy of the applicant's birth certificate, marriage certificate, and legal name change paperwork must accompany.

** If the applicant has a notarized authorization to obtain the record on behalf of an eligible individual, the original notarized statement and ID from the eligible individual must accompany the request.

Mail Request- a request from a qualified applicant may be accepted in writing on a signed application DOH-296A or by letter under the following conditions:

1. The applicant provides the name , date of birth, place of birth, father's first and last names and mother's first and maiden names of the person named on the birth certificate: AND
2. The applicant provides his/her current name and address along with their relationship to the person named on the birth certificate: AND
3. The request must be signed by the applicant.
4. A copy of an acceptable for of I.D.
5. \$10.00 money order for each request.

Fee: \$10.00 per certified copy requested. Payment may be made in cash (do not send cash in the mail) or money order made payable to "Town of Islip".



TOWN OF ISLIP

REGINA V. DUFFY, TOWN CLERK & REGISTRAR

Application to Local Registrar for Copy of Birth Record

CERTIFICATE INFORMATION			
First Name	Middle	Last	Date of Birth ____ M M D D Y Y Y Y
Place of Birth Hospital (If not hospital, give street & number)		(Village, Town or City)	County
Father First Name	Middle	Last	Maiden Name of Mother First Name Middle Last
Number or Copies Requested	Enter Birth No. If Known	Enter Local Registration No. if Known	

Purpose for Which Record is Requested (Check One)

Passport	Working Papers	Welfare Assistance
Social Security-Retirement	School Entrance	Veterans Benefits
Social Security-SSI	Driver's License	Court Proceeding
Retirement	Marriage License	Entrance into
Employment		Armed Forces
Other (Specify) _____		

APPLICANT INFORMATION	
Name First Middle Last	If attorney, give name and relationship of your client to person whose record is required. (name of client) (relationship)
What is your relationship to person whose record is required? Self Parent Other (specify) _____ Telephone No. (____) _____-_____ Social Security No. ____-____-_____ Signature of Applicant Date _____ M M D D Y Y Address of Applicant Street _____ City State Zip	FOR REGISTRAR'S USE ONLY (Photocopy ID and attach to application form) TYPE OF ID Driver's License State _____ No. _____ Other ID, specify _____ No. _____